DOCUMENT RESUME

ED 215 687 IR 010 150

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|---|---|
| AUTHOR | Cawthon, June B. |
| TITLE | Tools of the Trade: Sources and Aids for Media Selection. |
| INSTITUTION | Georgia Univ., Athens. Dept. of Educational Media and Librarianship. |
| PUB DATE | 81 |
| NOTE | 38p. |
| AVAILABLE FROM | Department of Educational Media and Librarianship, 607 Aderhold, University of Georgia, Athens, GA 30602 ($3.50) |
| EDRS PRICE | MF01 Plus Postage. PC Not Available from EDRS. |
| DESCRIPTORS | *Adolescent Literature; Annotated Bibliographies; *Childrens Literature; *Educational Media; Elementary Secondary Education; Learning Resources Centers; *Library Material Selection; Nonprint Media; *Reference Materials; School Libraries |
| IDENTIFIERS | Reviewing Sources; *Selection Tools |

ABSTRACT

This 98-item bibliography identifies selection tools and reference sources to aid librarians and media specialists in the identification and verification of materials to be included in a collection. The first of two parts lists 32 aids to selection which include sources for advance (prepublication) information, guides for bibliographic checking, indexes to reviews, guides to selection tools, and general guides. Standard and current selection sources for the school library media center are listed in the second part under the headings: general, elementary, young adult, and media. Other sources are provided for special needs, reference, pamphlets, periodicals, and paperbacks. A title index and a directory of publishers are included. (CHC)

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# TOOLS OF THE TRADE:

## Sources and Aids for Media Selection

June B. Cawthon

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PART I:

# AIDS TO SELECTION

## TOOLS OF THE TRADE: AN INTRODUCTION

That phase of collection development known as selection is one of the most important tasks a librarian or media specialist performs. Admittedly the best method for selecting materials and equipment is firsthand examination. It is desirable that the selector read as much as possible but unfortunately it is humanly impossible to personally read and examine the more than 37,000 books published in the Unted States annually. Printed materials, however, can be examined through exhibits at conventions and conferences, selection workshops, examination centers, local jobbers and collections in other libraries and media centers.

Audiovisual materials should be previewed prior to purchase. These materials can be requested for preview from the producer. Some selection sources indicate preview services. Like their printed counterparts, non-print materials can be examined and previewed at conferences, in other collections, media examination centers or through film cooperatives.

While firsthand examination is the selector's primary source, selection tools serve as secondary sources and provide information about materials in many formats. "Whether employed in a professional or trade vocation, a person must have tools in order to perform properly. The lawyer without law books, the mechanic without wrenches would be rendered inoperative. Likewise, the librarian without reference tools would be unable to perform in a professional capacity. When deciding what materials will be in a library collection, the librarian must have access to a comprehensive set of tools referred to as selection aids."1.

Obviously in any discussion of selection tools, one must first be aware of the philosophy and purpose of the institution for which selection is being done, the materials selection policy, the various bases upon which selection is made as well as the interests, abilities and needs of the patrons being served.

Each building level library should have basic tools available to help in the selection process. More expensive ones might be shared among school and public

libraries, among schools in a system or made available in a central location at the district level.

The listing which follows is intended to identify not only selection tools but other types of reference sources to aid in the identification and verification of those materials to be included in the collection. Not all of these need to be at the building level but may be available at the district level or from other libraries accessible to the selector.

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1James Cabeceiras. *The Multimedia Library: Materials Selection and Use.* (New York: Academic Press, 1978), p. 24.

## SOURCES FOR ADVANCED INFORMATION

There are times in the selection process when it is important to have advance knowledge about which books, which authors, or which subjects are to appear in print. This advance information can be found in tools such as the following:

1. *Booklist.* **Chicago: American Library Association, 1905- . Semi-monthly.**
   A new feature of *Booklist* is "Upfront: Advance Reviews" which began with the June 1, 1980 issue. Books in this section are reviewed as far in advance of publication as possible. They will be indexed two issues following their publication.

2. *Forthcoming Books.* **New York: Bowker, 1966- . Bi-monthly.**
   Serves as a supplement to the annual *Books in Print,* listing books which have been published since the last edition of that work. Each bi-monthly issue updates and expands the preceding issue.

3. *Kirkus Reviews.* **New York: Kirkus Service, 1933- . Semi-monthly.**
   Reviews of books, including those for children, are given about six weeks before date of publication. If a title is to be a book club selection, this information is noted.

4. *Library Journal.* **New York: Bowker, 1876- . Semi-monthly.**
   Many of the reviews in the "Book Review" section, which is arranged by broad subject areas, appear prior to the date of publication of the book. Spring and fall announcement issues, as well as issues on special subjects such as business, science and technology, etc. keep the selector advised of forthcoming books.

5. *Publishers Weekly.* **New York: Bowker, 1872- . Weekly.**
   A section "Forecasts" lists those books to be published in the next month or so. Advance information for fiction, nonfiction, children's books and paperbacks is included.

## GUIDES FOR BIBLIOGRAPHIC CHECKING

These tools contain bibliographic data and, in some cases, descriptive information; however there are no reviews or evaluative information and should be used to "search the title."

6. *American Book Publishing Record* **(ABPR) New York: Bowker, 1960- Monthly.**
   This list of current American trade books, which is a cumulation and updating of *Weekly Record* is arranged by Dewey Decimal classification with an ndex of authors and titles. There is an annual cumulation of the monthly issues.
7. *American Book Publishing Record Cumulative 1950-1977.* **New York: Bowker, 1978.**
   Provides in a single interfiled cumulation, comprising fifteen volumes, some 900,000 entries, which makes it essentially an American national bibliography. Separate author and title indexes provide different access points to the Dewey classified work.

8. *Books in Print* **(BIP) New York: Bowker, 1948- . Annual.**
   Consists of four volumes with two being an alphabetical arrangement by author and two by title. Bibliographic data is the same in each type entry. From this data bank, the publisher has been able to create other in-print lists such as *Children's Books in Print, Medical Books and Serials in Print, Religious Books and Serials in Print, El-Hi Textbooks in Print, Large Type Books in Print, Subject Guide to Books in Print, Paperbound Books in Print, etc.*

9. *Cumulative Book Index: A World List of Books in the English Language* **(CBI) New York: Wilson, 1898- . Monthly except August.**
   Lists book titles alphabetically by author, title and subject in one alphabet with fullest information under the author entry.

10. *NICEM Indexes.* **National Information Center for Educational Media, University of Southern California, University Park, Los Angeles, California, 1968- . Revised periodically.**
    Comprehensive lists for a variety of non-book formats as well as specific subject areas. Entries include full bibliographic data, except price, with access by subject and title. Newer subject titles are in the area of special education such as *Special Education Index to Learner Materials.*

11. *Paperbound Books for Young People from Kindergarten through Grade 12.* **2d ed. New York: Bowker, 1980.**
    Full finding and ordering information on nearly 15,000 in-print paperbound titles arranged alphabetically within each of the four indexes: author, title, subject and illustrator.

12. *Weekly Record.* **New York: Bowker, 1974- . Weekly.**
    Arranged alphabetically by main entry, this publication "conscientiously lists current American books and foreign books distributed in the United

States." The information given for each title includes author, title, imprint, collation, series statement, if appropriate, LC classification and card number, Dewey classification, ISBN, price and LC tracings. Cumulates monthly and annually, in *American Book Publishing Record.*

## INDEXES TO REVIEWS

Oftentimes the selector needs to locate reviews of materials, which have appeared in reviewing sources. To facilitate this process, the various indexes to reviews are invaluable. Some idea of publication date makes location of reviews easier.

13. ***Book Review Digest.*** **New York: Wilson, 1905-**
Published monthly except February and July, with annual cumulations, the information taken from 70 general periodicals, is arranged alphabetically by main entry with a title and subject index. Full bibliographic data, followed by a descriptive note; excerpts from the reviews; and cataloging information are given for the approximately 6000 titles listed annually. In 1976 a four-volume author and title index covering 1905-1974 was published.

14. ***Book Review Index.*** **Detroit: Gale Research, 1965-**
This bi-monthly index, with annual cumulations, cites reviews from 325 periodicals and newspapers. Approximately 40,000 reviews are cited annually. Arrangement is alphabetical by main entry with a title index. There are no descriptive notes or excerpts for the titles.

15. ***Children's Book Review Index.*** **Detroit: Gail Research, 1975-**
Those reviews for children's books cited in *Book Review Index* are excerpted and arranged alphabetically by author in this index, which is published three times a year and cumulates annually. A title index is provided.

16. ***Current Book Review Citations.*** **New York: Wilson, 1976-**
This author and title approach to book reviews indexes more than 1200 periodicals. Each issue consists of two parts: Part I cites book reviews under author or main entry followed by the title and date of publication; Part II consists of title entries and serves as an index to the first part. Full information, for the periodicals cited, is contained only in the January issue and the permanent bound volume.

17. ***International Index to Multi-Media Information,*** **edited by Wesley A. Doak and William J. Speed. Pasadena Audio Visual Associates, 1970-**
Arranged alphabetically by title, this is a selective index to reviews appearing in more than 110 periodicals. Brief excerpts from the reviews are given. Audience levels range from prekindergarten through college and adult.

18. *Media Review Digest: the Only Complete Guide to Reviews of Non-Book Media.* **Ann Arbor, Michigan: Pierian Press, 1970-**

    This successor to *Multi-Media Reviews Index* indexes reviews on all subjects in over 200 periodicals. Part I covers educational 16mm films, feature films, videotapes, filmstrips, and miscellaneous formats. Part II indexes reviews of popular, classical, and spoken word records and tapes. Primary emphasis is on educational, instructional and informational media.

H.W. Wilson publishes other indexes such as *Readers' Guide to Periodical Literature, Social Science Index, Humanities Index, General Science Index,* etc., which also include citations to book reviews.

## GUIDES TO SELECTION TOOLS

These annotated lists of selection tools indicate the wide range of materials available and the aid the librarian/media specialist to choose appropriate selection tools to be used in building a collection.

19. *Aids to Media Selection for Students and Teachers,* **compiled by Kathlyn J. Moses and Lois B. Watts. Washington, D.C.: U.S. Office of Education, 1976.**

    A selected list of bibliographies and journals which review books, periodicals and audiovisual materials of relevance for elementary and secondary school instructional programs. Its three sections are: 1) Book Selection Sources, 2) Sources of Audiovisual Materials, and 3) Sources of Multiethnic Materials. Available from Superintendent of Documents.

20. *A Guide to Selecting Learning Resource Materials and Equipment.* **Springfield, Illinois: State Board of Education, 1978.**

    This fifty-six page booklet covers such topics as Locator Tools, Recommended Lists (of materials), Reviewing Sources, Selecting Materials for Special Education, and Selecting Equipment.

21. *Guides to Educational Media,* **by Margaret I. Rufsvold. 4th ed. Chicago: American Library Association, 1977.**

    The purpose of this edition is to identify and describe 245 catalogs, indexes, and reviewing services which systematically provide information about educational media. Comprehensive rather than selective, information is provided for all grade levels and for audiences from preschool through university and adult levels.

22. *Information Sources in Children's Literature: a Practical Reference Guide for Children's Librarians, Elementary School Teachers, and Students of Children's Literature,* **by Mary Meacham. Westport, Conn.: Greenwood Press, 1978.**

    The first three chapters of Meacham's book are concerned with selection tools grouped by type: Chapter 1, Building the Basic Collection; Chapter 2, General periodical review sources which help keep a collection up-to-date; Chapter 3, Special fields such as magazines, reference, audio-visual materials, subject areas, paperbacks, etc. The citations, for the selection

aids, include bibliographic data, followed by helpful annotations. Reprints, facsimile pages from the selection tools discussed, are included in the text.

23. ***Selecting Instructional Media; a Guide to Audiovisual and Other Instructional Media Lists,* by Mary Robinson Sive. Littleton, Colo.: Libraries Unlimited, 1978.**

    428 published lists of audiovisual and other instructional media are arranged in three sections: 1) Comprehensive lists; 2) Lists by subjects and 3) Lists by media. Five indexes offer access points to the three parts.

24. ***Selecting Materials for Children and Young Adults; a Bibliography of Bibliographies and Review Sources.* Chicago: American Library Association, 1980.**

    A complete listing through 1979 of bibliographies and reviews devoted to children's and young adult literature arranged by form, subject and type of reader. A "Directory of Publishers" and a title index are included.

## GENERAL GUIDES

Directory information, annual reviews of developments in the field, terminology, etc., may be obtained from titles included in the following section.

25. ***Audio Visual Market Place, a Multimedia Guide.* New York: Bowker, 1969-**

    This standard reference work in the AV industry gives all the facts needed to identify, contact, and utilize more than 5000 firms and individuals active in some 25 categories of AV goods and services. The 25 sections are grouped under three major areas of interest: AV software, AV hardware and Reference.

26. ***Bowker Annual of Library and Book Trade Information.* New York: Bowker, 1956-**

    Sponsored by the Council of National Library and Information Association, this handbook contains important statistics, news, analyses, and articles on major subjects and trends. Reference and directory information includes data on award winning books and authors, accredited library schools, a directory of national and international library and book trade organizations, and addresses and phone numbers of major libraries.

27. ***Catalog of Museum Publications & Media.* Detroit: Gale Research Co., 1980.**

    Arranged alphabetically by institution, this directory indicates the media (books, booklets, periodicals, monograms, catalogs, pamphlets and leaflets; films and filmstrips, videotape programs, and other media) which are prepared and distributed by museums, art galleries and related institutions in the United States and Canada. Title and keyword, subject, periodicals and geographic indexes are included.

28. *Children's Media Marketplace,* **edited by Deirdre Boyle & Stephen Calvert. Syracuse: Gaylord, published in association with Neal-Schuman Pubs., Inc., 1978- . Biennial.**

Every area of children's media is covered. The book is divided into two parts: 1) Directory of Children's Media Sources and 2) Names & Numbers Index to Children's Media Sources. The directory is arranged in 20 areas of interest. While not addressed primarily to young adults, materials and services for grades 9-12 were included to public and school library selection centers and personnel were compiled by consultant Lillian L. Shapiro. The Names & Numbers Index provides the name, address, telephone number and section for all individuals, businesses, periodicals and organizations listed in the directory part.

29. *Educational Media Yearbook,* **edited by James W. Brown. Littleton, Colo.: Libraries Unlimited, 1973-**

This ready reference source, the media counterpart of *The Bowker Annual,* reflects significant developments in the field of educational media/instructional technology. A mediagraphy of both print and non-print resources and the guide to national and international organizations and associations are of particular help to people in the field.

30. *How to Start an Audiovisual Collection,* **edited by Myra Nadler. Metuchen, New Jersey: Scarecrow Press, 1978.**

Written by seven experts in the field, the book provides suggestions concerning the establishment of basic collections and which indexes and review media to use. Information about needed equipment, how to staff departments, plan services and organize programs is included in this particular book.

31. *Literary Market Place.* **New York: Bowker, 1940-**

This annual publication is the essential reference tool for anyone needing information about publishing and related industries. The 82 sections cover over 25,000 publishing firms and individuals in the United States and Canada.

32. *Media Equipment: a Guide and Dictionary,* **by Kenyon Rosenburg and John S. Doskey. Littleton, Colo.: Libraries Unlimited, 1976.**

A comprehensive encyclopedic dictionary of media equipment terminology for instructional media specialists, teachers, and librarians organized in two main sections: 1) a dictionary, defining 400 media terms, and 2) a guide giving criteria for the evaluation and selection of AV equipment.

## PART II

# SELECTION SOURCES FOR THE SCHOOL LIBRARY MEDIA CENTER

Selection aids have special characteristics about which the selector should be knowledgeable. They vary in their selection policies for inclusion; the number of reviews in each issue; their policies toward including only recommended materials; their frequency of publication and the speed with which current publishing is covered; in types and formats of materials included; the type of library for which they are intended; the amount of information given and their potential usefulness.

In choosing "tools of the trade" consider these points:

AUTHORITY: Who chose the items to be included? What are their qualifications?
SCOPE: What is covered and to what extent?
ARRANGEMENT: How is the information organized to facilitate use?
FREQUENCY OF ISSUE: How often does it come out?
INFORMATION IN THE ENTRIES: How complete is the information given?
ADDITIONAL USES TO BE MADE OF THE TOOL: Can it be used for purposes other than selection?
PRICE: Is it affordable? Is it worth the cost?
SPECIAL FEATURES: What is unusual or different about it? What will it do for you that another tool will not?

It is important that the selector uses more than one source in selecting an item. At least two or three reviews of the title being considered should be compared before making a decision to purchase or otherwise acquire materials.

The list which follows, while not definitive, does include those "tools of the trade" which are useful in a school library media center. Selection tools for subject areas and equipment are not included. Quotations used are from publishers' catalogs or from the material itself.

## STANDARD

### GENERAL

33. ***People in Books; a Selective Guide to Biographical Literature Arranged by Vocations and Other Fields of Reader Interest,* by Margaret E. Nicholsen. New York: Wilson, 1969.**

This guide includes biographical books for age levels published through 1966. The main section is arranged alphabetically by vocation or activity. Access is provided also through a country-century appendix, indexing by country and by century, the persons whose biographies are listed in the main section. An index lists all those persons about whom a book or part of a collective biography is included in the main section. A symbol identifies the list or lists in which the books appeared.

34. **_____. First Supplement, by Margaret E. Nicholsen. New York: Wilson, 1977.**

This new volume, arranged in the same manner as the original work, is an independent tool although it does include many of the major books of continuing interest that were in the 1966 *People in Books*. Lists published from 1967 through 1971 were indexed in this supplement. The scope has been enlarged to include biographies, autobiographies, memoirs, personal accounts, letters, reminiscences, biographical fiction, biographical plays and poems, reference books such as biographcal dictionaries in special fields, and literary criticism.

35. ***Reading for Young People: The Southeast,* edited by Mildred Laughlin. Chicago: American Library Association, 1980.**

State editors from Alabama, Florida, Georgia, North and South Carolina, and Virginia compiled this bibliography to serve not only as a selection tool but to introduce young people in the Southeast to books dealing with their unique cultural heritage and to help young people living in other regions of the U.S. to better understand the historical and social influences that have shaped the lives of those living in the Southeast.

The information is arranged alphabetically by author within the areas of fiction, folktales, poetry, drama and music, and biography and personal accounts. A brief quotation from each book is given to identify the author's unique style, the theme, strong characterization, or mood of the work followed by a critical evaluation of the merits of the work.

Other titles in this regional Reading for Young People series include: *The Rocky Mountains, The Midwest, The Great Plains* and *The Middle Atlantic.*

### ELEMENTARY

36. ***Adventuring With Books: A Book List for Pre-K - Grade 8,* prepared by Patricia Cianciolo and the Committee on the Elementary School Booklist of**

**the, National Council of Teachers of English. New ed. Urbana, Illinois: NCTE 1977.**

Designed primarily to help teachers, parents and librarians select from a comprehensive compilation of recent books for children from four through fourteen years of age. The books listed had to meet a two-fold criteria of potential interest and literary merit.

The titles, which include both fiction and non-fiction, are arranged in thirteen major categories, with sub-categories listed under each. Numbers at the conclusion of each bibliographic entry indicate the suggested age level of the intended reader. Short annotations are given for all the titles with the exception of the last division, "Informational Books"; however the titles of the entries indicate what the book is about. Both an author index and a title index are included as well as a directory of publishers.

This selection guide is updated frequently.

37. ***Best Books for Children: Preschool Through the Middle Grades*, edited by John T. Gillespie and Christine Gilbert. 15th ed. New York: Bowker 1978.**

"The Primary aim of this work is to gather from a number of sources a list of books that are highly recommended to satisfy both a child's recreational reading needs and the demands of a typical school curriculum."

Approximately 10,000 titles are included in this book. Of these, nearly 7,000 are individual entries; the remainder are related titles covering similar material. For a title to be considered, the basic requirement was multiple recommendations (usually three) in the sources consulted.

To increase its usefulness, it is arranged under broad interest areas, or as in the case of non-fiction, by curriculum-oriented subjects. Three indexes are included: biographical subject, title and author/illustrator.

*Best Books for Children* would be a helpful tool to evaluate the adequacy of an existing collection.

38. ***Children's Books of International Interest*, by Virginia Haviland. 2d ed. Chicago: American Library Association, 1978.**

This list identifies American children's books which are "intrinsically excellent, enriching, and enduring works, both fiction and nonfiction, which are estimated to have interest for the world abroad."

Approximately 360 annotated titles are listed under two audience levels: "Books for Younger Children" and "Books for Older Children." The annotation includes additional books by the same author, the importance of the illustrations in the picture books listed, grade level and mention of any awards given to the book.

A directory of publishers is included.

39. ***Children's Catalog.*** **13th ed. New York: Wilson, 1976.**
"A useful professional tool for librarians in selecting the best fiction and non-fiction books for children of preschool age to the sixth grade."

The 13th edition, prepared to coordinate with the *Junior High School Library Catalog,* includes 5,415 titles and 13,375 analytical entries. The books included were selected by experienced librarians from widely dispersed geographical areas. Annual supplements update the parent volume. A new edition will be published in 1981.

*Children's Catalog* is divided into three parts. Part 1, the classified catalog, arranges entries containing complete bibliographic information according to the Dewey Classification, followed by fiction, story collections and easy books. Part 2 is an author, title, subject, and analytical index. Part 3 is a directory of publishers and distributors.

This catalog is not sold on standing order.

40. ***Elementary School Library Collection.*** **12th ed. New Brunswick, New Jersey: Bro-Dart Foundation, 1981.**
Revised annually this integrated listing of print and non-print materials is arranged according to the Dewey Classification system with separate author, title and subject indexes.

This basic list for building or evaluating an elementary school library collection includes full bibliographic data, grade level, brief annotation, and phases I, II, and III to indicate purchase priority.

41. ***Introducing Books; a Guide for the Middle Grades,*** **by John T. Gillespie and Diana L. Lembo. New York: Bowker, 1970.**
Plot summaries of 88 books of interest to students in grades four through six organized around "life goal" themes appropriate to middle grades. Though intended as a source book for booktalks, it can be used as a selection tool. In addition to the 88 titles analyzed, "additional suggestions" for each one identify books and other media which offer a relationship to the book under discussion.

There is an author/title index and a subject index.

42. ***Introducing More Books; A Guide for the Middle Grades,*** **by Diana L. Spirt. New York: Bowker, 1978.**
This companion to *Introducing Books* includes plot summaries of 72 recent books appropriate for students in grades three through nine, arranged around nine "life goal" themes. Lists of pertinent related books, films, filmstrips and recordings are included for each title discussed.

A "Biographical Index" is appended. For each author represented in the text, sources for locating biographical information are listed by symbol, which are explained preceding the alphabetical listing of authors.

A title/author/illustrator and a subject index are provided.

## YOUNG ADULT

43. ***Book Bait; Detailed Notes on Adult Books Popular with Young People,* by Elinor Walker. 3d ed. Chicago: American Library Association, 1979.**

This newest edition of *Book Bait* retains twenty books still very popular with teen-agers from the 1968 edition, twelve were transferred from *Doors to More Mature Reading* and sixty-eight new titles have been added. All the titles included in the third edition have been tried out with young people and have their approval.

Arranged alphabetically by author, with a title index, there are lengthy resumes of the novels and suggestions of related books. Excellent for reading guidance, it can also be used to select books for the collection.

44. ***Books for Secondary School Libraries,* by the Library Committee of the National Association of Independent Schools. 5th ed. New York: Bowker, 1976.**

"Objectivity of presentation and literary quality were among the guidelines for the selection of books" in this tool prepared for use in private schools with high academic requirements.

The 6,000 books are arranged by Dewey Decimal Classification numbers and carry Library of Congress subject headings. No annotations are given. An entry number is assigned to each book and series to allow for easy access from the index to the authors, titles and subjects within the text entries. "Because the selection of fiction for a library is highly individualized and so heavily dependent upon the taste and needs of a library's users, the committee chose to eliminate the fiction section."

"Professional Tools" and "Reference Works," the first two sections, increase the potential use of the book.

45. ***Books for the Teen Age.* New York: The New York Public Library, 1980.**

Published since 1929 this is a list of books, revised annually, on subjects of special interest and appeal to teenagers. "Emphasis in selection of titles is on presentation which is clear, vivid, appealing, imaginative. All the books have been read and selected by the Committee on Books for Young Adults which is made up of librarians who work with teenagers in the New York Public Library."

The titles included represent a wide range from simple to complex, from light to profound. A single sentence describes the books which vary greatly in difficulty and depth.

A title index is provided.

46. *Books for You: A booklist For Senior High Students,* **prepared by Kenneth L. Donelson, Editorial Chairman, and the Committee on the Senior High School Booklist of the National Council of Teachers of English. New ed. Urbana, Illinois: NCTE, 1976.**

In the "Acknowledgments," Kenneth Donelson states: "Given the maturity of high school students, the committee was faced with the task of sorting and selecting from...books written for the public at large, mindful particularly, however, of what would most appeal to high school readers. The basis for organization upon which the committee finally agreed was related to the elective courses common to high school English departments today. The first broad categories for this booklist came from a study of curriculum guides from all over the nation. Beyond that survey, the collective professional experiences of committee members furnished numerous other categories."

Arranged by broad interest categories, bibliographic data is followed by brief annotations. Each book is identified as to fiction or non-fiction.

"A Directory of Publishers" and separate author and title indexes are appended.

47. *Fiction Catalog.* **9th ed. New York: Wilson, 1975.**

This author, title, and subject index to "best" fiction works in the English language is primarily a list of titles for adults both young and old. It is a companion volume to *Public Library Catalog* but can be used independently in high school libraries.

The catalog is divided into three sections. Part I lists approximately 5000 fiction titles alphabetically by author with descriptive annotations, which give the general outline of the story and indicate its significance as literature. A helpful feature is "sequel to" and "followed by" notes used for fiction books in series. Part II is a title and subject index to books listed in the first section. Part III is the Directory of publishers and distributors.

48. *Fiction For Youth: A Recommended Guide,* **edited by Lillian Shapiro. New York: Neal Schuman, 1980.**

The 600 titles which are included in this "basic selection tool" were selected by an editorial panel of "experts" and identify outstanding fiction titles for adolescents.

International in scope, it covers twentieth century literature, with a primary focus on adult books, although some junior novels of exceptional quality are included.

The titles are extensively annotated and arranged under 200 subjects.

49. *Junior High School Library Catalog.* **4th ed. New York: Wilson, 1980.**

This new edition includes a basic collection of approximately 4,000 titles, which, with the four annual supplements will include nearly 6,000 titles. Final selection of titles was made by a group of experienced librarians from

widely dispersed geographical areas who voted for books found useful in their collections.

This basic collection includes titles appropriate for grades seven through nine. There is increased emphasis on minorities such as Chicanoes, Puerto Ricans and other white ethnic groups. Recent books on newly-popular sports and games are included; also reflected in this new edition is the problem of teen-age alcoholism, as opposed to the former emphasis on other drugs.

Like other titles in the Standard Catalog series, the *Junior High School Library Catalog* is divided into three parts to provide easy access to selection, ordering, and cataloging information. Part I is the classified section, arranged according to the Abridged Dewey Classification system. Part 2 is an index to the first part and includes, in one alphabet, author, title, subject and analytical entries for books of a composite nature. Part 3 is a Directory of Publishers and Distributors.

The catalog is not sold on a standing basis.

**50.** ***Juniorplots: a Book Talk Manual for Teachers and Librarians,*** **by John Gillespie and Diana Lembo. New York: Bowker, 1967.**

Though intended as a book talk manual, this tool has plot summaries of 80 books for grades 6-10, arranged according to basic behavioral themes. Lists of other related titles are given for each book described.

Author, title and subject indexes facilitate its use.

**51.** ***More Juniorplots: A Guide for Teachers and Librarians,*** **by John T. Gillespie. New York: Bowker, 1977.**

Like its companion *Juniorplots,* this volume includes plot summaries of 88 recent fiction titles arranged by basic behavioral themes. A list of related titles is given for each book, as are references to sources for biographical information about the author of each book.

Author/title and subject indexes aid the user in locating information in *More Juniorplots.*

**52.** ***Senior High School Library Catalog.*** **11th ed. Wilson, 1977.**

"*Senior High School Library Catalog* is designed to aid the librarian in the selection and ordering of titles valuable to students in the tenth through the twelfth grades. This edition includes 5,281 titles and 17,587 analytical entries; many adult books have been included to accommodate advanced high school curricula."

The eleventh edition has greater representation of books about ethnic groups, increased coverage for foreign language dictionaries, and increases in titles in the 300's and 700's.

Like its counterparts in the *Standard Catalog* series, *Senior High School Library Catalog* is divided into three parts: Part 1 is the classified section, arranged according to the Dewey system, followed by separate sections for fiction and short story collections; Part 2 is an author, title, subject and analytical index to Part 1; Part 3 is a directory of publishers and distributors.

53. *Your Reading: A Booklist for Junior High Students,* **prepared by Jerry L. Walker, editorial chairman and the Committee on the Junior High School Booklist of the National Council of Teachers of English. New ed. Urbana, Illinois: NCTE, 1975.**

Although compiled primarily for the student, this list offers assistance to the selector attempting to identify books that would appeal to the younger adolescent.

The list is divided into Fiction and Non-fiction. In the Fiction section, the books "are grouped according to what the basic story deals with. Books that present factual information on different subjects are included in the Non-fiction section."

The succinct annotations are written to stimulate interest in the book on the part of the younger adolescent. Separate author and title indexes are provided.

**MEDIA**

54. *Core Media Collection for Elementary Schools,* **by Lucy Gregor Brown. New York: Bowker, 1978.**

The 3,000 titles included in this guide identify filmstrips, kits, recordings, 16mm films, study and art prints, 8mm loops, slides and transparencies covering a wide variety of subject and ability levels.

"This collection was developed with the school curriculum needs of students in grades K-6 in mind, but it is expected that librarians working with children in public libraries also will find the recommendations and ordering information helpful in developing their collections. School librarians and teachers will find media noted as appropriate for grade levels as well as suitable for various subjects."

"Materials included have been favorably reviewed, are award winners, or have been evaluated for their authenticity, technical quality, appropriateness for the subjects being considered, student level, interest and motivation, accuracy in content, and validity in content."

Titles are annotated under subjects, with headings based on the 11th edition of *Sears.* The main entry contains adequate information to be used as both a selection guide and ordering source. The inclusion of Dewey numbers will assist in the cataloging process.

A Title Index and a Producer/Distributor Directory are included.

55. *Core Media Collection for Secondary Schools,* **by Lucy Gregor Brown. 2d ed. New York: Bowker, 1979.**

This second edition is greatly expanded over the first. The annotated list includes 3,000 recommended titles in many formats for use in grades seven through twelve.

The entries are arranged alphabetically by title under subject headings based on the eleventh edition of *Sears.* Main entries include producer-distributor, release date, collation, order number and price, grade levels, recommending sources, Dewey numbers, annotation and contents.

A title index, list of "recommending sources" and a producer/distributor directory complete the book.

56. *Educators Progress Service Guides.* **Randolph, Wisconsin: Educators Progress Service, 1934-**

Published annually these eight indexes (Curriculum Materials, Films, Filmstrips, Guidance Materials, Health, Physical Education and Recreation Materials, Science Materials, Social Studies Material and Audio and Video Materials) identify free materials on a variety of subjects and in many formats.

Arranged by subject, each guide includes a title index, a subject index and a source and availability index.

57. *Free and Inexpensive Learning Materials.* **Nashville, Tenn.: Division of Surveys and Field Services, George Peabody College for Teachers, 1941- Biennial.**

The approximately 3,000 free instructional materials such as pictures, posters, pamphlets, etc. are arranged under general subject headings.

A short non-evaluative sentence describes the material.

58. *Guide to Government Loan Films* **(16mm) 3d ed. Alexandria, Va.: Serina Press, 1975.**

Synopses of more than 900 films and 600 filmstrips and slides available on a free loan basis from forty-eight federal agencies are included in this third edition. A list of sources from which these materials can be obtained is a helpful part of the work.

There are two sections of the book: Part 1 is a catalog of films. The title, date of release, running time, annotation, film number and audience suitability are items included for this format. Part 2 lists filmstrips and slides. Information, included for this format, is title, number of slides and running time for accompanying recording and annotation.

Arrangement is alphabetical by government agency with titles alphabetically under the agency.

Two subject indexes are appended: one for films and another for filmstrips and slides.

59. *More Films Kids Like: A Catalog of Short Films for Children,* **by Maureen Gaffney. Chicago: American Library Association, 1977.**
This companion to *Films Kids Like* by Susan Rice includes 200 short, recently produced, 16mm color films. During a two year testing period, these were the films preferred by a group of children from three to twelve years of age. Listed are films of general interest not just those designed for educational use.

The arrangement is alphabetical by title with information for each film including title, running time, distributor, date and place of production, annotation, reaction of the children taking part in the testing process, uses and age level.

Special features include "Film Activities Kids Like" with suggestions for related films; key to distributors; subject index, grouping films from both *Films Kids Like* and *More Films Kids Like.*

60. *A Multimedia Approach to Children's Literature; a Selective List of Films, Filmstrips, and Recordings Based on Children's Books,* **compiled and edited by Ellin Greene and Madalynne Schoenfeld. 2d ed. Chicago: American Library Association, 1977.**
This second edition contains annotated listings of more than 500 children's books, each followed by separately annotated listings of 16mm films, filmstrips, and recordings (disc and tape) based on the books.

Selections are arranged alphabetically by book title with author, subject and media indexes included.

## CURRENT

**General**

61. *Booklist.* **Chicago: American Library Association, 1905- .(Semi-monthly)**
This tool, recommending all items included, reviews both print and non-print formats and is directed to all types of audiences (adult, young adult, and children) and useful in all types of libraries.

Semi-annual cumulative indexes in the February 15 and August issues add to its usefulness. *Books for Children* is a compilation of the *Booklist* reviews of Children's books, which is published at varying intervals.

62. *School Library Journal.* **New York: Bowker, 1947- . (Monthly)**
Though its primary purpose is not that of a reviewing source, this counterpart of *Library Journal* attempts to cover total juvenile publishing output. "The Book Review" is arranged by broad audience levels and the information for each title includes bibliographic data, binding and edition information, grade level and a signed review.

Separate sections "Adult Books for Young Adults" and "In the YA Corner" are helpful in selecting books appropriate for this group of library

users. An asterisk by a title indicates excellence in relation to others of its kind.

A new feature of *School Library Journal* is "Coming Attractions: Media Tie-Ins," which consists of early news and order information on books readers may ask for after seeing them as movies or TV presentations.

**63.** ***Wilson Library Bulletin.*** **New York: Wilson, 1914- . (Monthly)**
A magazine with an interest in all aspects of librarianship. Each issue contains either two to three lengthy articles on varied topics or a series of articles on one central theme.

There are sections of interest to the selector such as "Current Reference Books;" "Picture Books for Children" and "The Young Adult Perplex." The latter section, edited by Patty Campbell, is of particular value. Perceptive reviews of about four books, which treat the same topic or have some common thread running through them are included in each issue.

"Front Row Center," edited by Judith Trojan, Managing Editor of *Sightlines* magazine, includes four to six film reviews.

**ELEMENTARY**

**64.** ***Bulletin of the Center for Children's Books.*** **Chicago: University of Chicago, 1947- . (Monthly)**
Between 60 to 80 reviews of children's books, arranged alphabetically by author, are included in each issue. Full bibliographic data, grade level and indication of literary quality are indicated for each item.

A code indicates which are recommended, which are not recommended and which receive qualified recommendations. A cumulative index is provided in the July issue.

Of interest are the excellent bibliographies included on the inside back cover directed in different issues to librarians, teachers and parents.

There have been four compilations which reflected the best of the books which were reviewed in its pages since 1947. These compilations *Good Books for Children* cover various time periods. The last edition, published in 1980, has the title *The Best in Children's Books* and covers the publishing years 1973-1978.

The same institution publishes the monthly publication, *Media Review.*

**65.** ***Horn Book Magazine.*** **Boston: Horn Book, Inc., 1924- . (Bimonthly)**
One of the oldest of the reviewing sources for children's books, this current selection tool has detailed reviews of children's books and a section "Outlook Tower" which reviews adult books of interest to young adults. The August issue includes Newbery and Caldecott acceptance speeches. Illustrations from the books are frequently reproduced.

Special sections contained in most issues include "Views on Science Books," "Audio-Visual Reviews," "New Editions and Reissues" and "Recommended Paperbacks."

A cumulative index is in the December issue.

## YOUNG ADULT

65. *The ALAN Review.* **Chicago: Assembly on Literature for Adolescents. National Council of Teachers of English, 1973- (Three times a year)**
One of the few publications devoted exclusively to young adult literature. Each issue contains "Clip and File," several pages of reviews for both paperback and hardback titles.

Reviewers, with their qualifications, are listed to the left of the review and each review is signed.

Occasional in-depth reviews of professional books are included as well as feature articles and news announcements.

67. *The English Journal.* **Urbana, Ill.: National Council of Teachers of English, 1912- (Monthly)**
Although intended primarily as a journal devoted to teachers of English at the secondary level, there are useful book reviews, which cover both high school fiction and nonfiction.

An annual regular feature is the "Young Adult Book Poll."

68. *Voya* **(Voice of Youth Advocates) owned and published by Dorothy M. Broderick and Mary K. Chelton. New Brunswick, N.J., 1978- (Bimonthly)**
Geared toward librarians working with young adults, this is a new publication with liberal policies reflecting the values of its editors.

Included are articles dealing with various aspects of young adult services as well as reviews of fiction and nonfiction, professional materials, pamphlets, records and films. Science fiction and mysteries receive broad coverage.

A book review code rates the books, mostly adult, as to quality and popularity, i.e., 5Q: "Hard to imagine it being written better"; 5P: Every Young Adult was dying to read it yesterday."

## MEDIA

69. *EFLA Evaluations:* **Educational Film Library Association. New Haven, Connecticut: Readers Press, 1946- (Five times annually)**
"During its thirty-four year history, the EFLA Evaluations have remained remarkably consistent in format, content, and of course, quality...Initially, the evaluations appeared on three by five cards, with 36 evaluations to a set, ten per year. Thus, 360 films were reviewed annually. In December, 1974...

the evaluations were published on looseleaf sheets, with forty evaluations to a set, ten sets a year. The 8½ by 11 inch page format enabled the publisher to include subject indexes for each set of evaluations, plus a cumulative title index per volume year."

With the September-October, 1980 issue, the best points of both formats have been combined--the easy readability of the cards and the additional indexes of the binder sheet. The number of film reviews has been increased to 500 annually. one-hundred per issue in each of the five published annually.

In addition to bibliographic data for each film, a synopsis, reviewer comments, age level, uses, overall rating, the evaluator and the subject covered in the film are indicated.

Each issue includes a subject index, distributor address list and a cumulative title index.

70. ***Media Review*, edited by Sharon K. Walsh. Chicago: University of Chicago Laboratory School, 1973- (Monthly)**

This publication of the Center for Educational Media for Children and Young Adults, evaluates about forty children's films, filmstrips, filmloops and slides each month.

Each issue usually begins with short article or two on topic which is the main concern of that issue: Ecology, Values, etc. General reviews are in each issue as well as reviews related to the topic of the month. Lengthy reviews are written by *Media Review* contributors, most of whom are teachers in the Chicago area.

Each item is assigned a rating, which is given at the end of each review: excellent, very good, good, fair and poor.

Suggested curricula areas/subjects are shown and suggested grade levels (pre-high school) are indicated.

The arrangement in each of the two sections (topic for that month and general) is alphabetical with full bibliographic data provided. A directory of producers/distributors/publishers is in the back of the issue. Occasionally a few books and articles relating to use of media are reviewed.

This newer publication is a companion to *Bulletin of the Center for Children's Books*. The size and format are similar and taken together provide rather complete coverage of instructional materials. (not available for examination)

71. ***Previews; Non-Print Software Reviews*, edited by Phyllis Levy. New York: Bowker, 1972- (Monthly, September to May)**

*Previews* ceased publication with the November 1980 issue. Audio-visual materials are reviewed in *School Library Journal* in a section entitled

"Audio-Visual Review." Formats reviewed include 16mm films and videocassettes, filmstrips, slides, multimedia kits and recordings.

## SPECIAL NEEDS

72. ***The Bookfinder: A Guide to Children's Literature About the Needs and Problems of Youth Ages 2-15,*** **by Sharon S. Dreyer. Circle Pines, Minnesota: American Guidance Service, 1977.**

1031 children's books are summarized and categorized according to psychological, behavioral and developmental themes such as divorce, going to the hospital, parents, sex, death, etc.

The split-page design has subjects arranged alphabetically in the upper section with books arranged by author in the lower section. This design permits the user to leave the subject index open while locating titles either by author's name or annotation number in the bottom half of the page.

A helpful feature is the information regarding other formats in which each title is available.

73. ***Books About Handicaps for Children and Young Adults; the Meeting Street School Annotated Bibliography,*** **compiled and annotated by Patricia Bishop. East Providence, Rhode Island: Meeting Street School, Rhode Island Easter Seal Society, 1978.**

Those books, both fiction and nonfiction, which give a positive realistic portrayal of handicapped persons and possesses literary quality are in this "bibliography which spans a broad spectrum of genres and styles of writing for children and young people... The material... is valuable for two purposes: First, it can be an important means of raising the reader's awareness about the true nature of handicapping conditions, and improving attitudes toward handicapped persons of all ages... Second, these books may be used to present to handicapped children and young adults situations and characters with whom they can identify and respond to in positive terms."

The annotations are arranged by handicapping condition. Suggested grade levels refer to interest level rather than reading ability.

Author/Title index and Titles Indexed by Interest Level provide other points of access to the books included in the bibliography.

74. ***Books for the Gifted Child,*** **by Barbara H. Baskin and Karen H. Harris. New York: Bowker, 1980.**

In beginning chapters the authors examine the "problems of the gifted child within an historical and social context" and present a "detailed discussion of the criteria to be used in promoting cognitive growth in highly able youth." It is chapter four, "A selected Guide to Intellectually Demanding Books," which is the "heart of the work." This chapter contains annotations of 150 juvenile books that have special value for gifted youngsters.

Arranged alphabetically by author with title and subject indexes following chapter four. Bibliographic data is followed by a summary of the contents of the book with an indication of which qualities or attributes renders it particularly suitable for high-ability children.

Reading levels are indicated: *(Beginning level); ** (Intermediate level); *** (Advanced level)

75. ***Books to Help Children Cope with Separation and Loss*, by Joanne E. Bernstein. New York: Bowker, 1977.**

More than 400 books, both fiction and nonfiction, which treat themes of separation and loss, are identified and annotated in this Bowker publication.

The book has an excellent discussion of bibliotherapy; however it is the second part of the book, "Reading About Separation and Loss" which receives the main emphasis. "Learning to Face Separation," "Coping with Tragic Loss," and "Who Will Take Care of Me?" lists appropriate books for the appropriate area. Bibliographic data, a critical annotation, and reading interest and level are included. The third section of the book is geared toward adults working with children.

Author, title, subject, interest level and reading level indexes complete the book.

76. ***Building Ethnic Collections: An Annotated Guide for School Media Centers and Public Libraries*, by Lois Buttlar and Lubomyr R. Wynar. Littleton, Colorado: Libraries Unlimited, 1977.**

This guide is "designed to aid media specialists, librarians, teachers and curriculum supervisors in their effort to establish a well-balanced media/library collection, to introduce multicultural educational materials on ethnicity and individual ethnic groups in the United States." Part one is concerned with general titles on ethnicity arranged according to type of format while part two is concerned with individual ethnic groups and arranged alphabetically under those groups. Each individual ethnic group is further subdivided by five basic categories.

2,300 annotated entries provide complete bibliographical description as well as grade level. Description of audiovisual materials include title, type of medium, length of showing time, producer, date and price.

A directory of producers and distributors of audiovisual materials is given. Separate author, title and audiovisual indexes provide easy access to the annotations.

77. ***Children's Books for Times of Stress; An Annotated Bibliography*, by Ruth J. Gillis. Bloomington, Indiana: Indiana University Press, 1978.**

In recent years, there has been an increasing number of books for young

children dealing with the emotional aspects of a child's life. This bibliography of 261 titles is a guide to those books.

The body of the work consists of an alphabetically arranged subject index using seven broad headings: Emotions. Behavior, Family, Difficult Situations, New Situations, Self-Concept and Friendship. Subheadings are listed under the broader headings.

Each citation contains bibliographic data followed by an acronym for the review source or selection aid. The annotation includes a description and evaluation of the book, with reading level if deemed important. Following the annotation is a list of all the subjects under which the book can be found.

Separate title, author and subject indexes are appended.

78. *Gateways to Readable Books,* **by Dorothy Withrow and Others. 5th ed. New York: Wilson, 1975.**

This "bibliography contains over 1,000 annotated titles carefully selected to catch and hold the interest of the adolescent reluctant reader. Titles have been selected with the idea that a book should be interesting enough to make the adolescent feel that reading is rewarding and to stimulate his wider reading."

Titles are arranged by broad subjects of potential interest to the adolescent. The estimated grade level is indicated for each book.

Full bibliographic information is followed by an annotation. An author, title and grade level index are included.

79. *Good Reading for Poor Readers,* **by George D. Spache. 10th ed. Champaign, Illinois: Garrard, 1978.**

While much of the book is concerned with reading guidance with children, one chapter, "Trade Books Useful With Poor Readers" lists titles selected on the basis of their appeal and suitability to retarded readers as determined by actual trial in classroom or clinic.

Arranged alphabetically by author under broad subject headings, the citation includes bibliographic data, a one sentence description of the book and notation of the reading level and interest level. The sex of the child for whom the book has been found particularly useful is indicated.

Other chapters in this tool, which would be of benefit to the selector include "Adapted and Simplified Materials" and Series Books."

80. *High Interest-Easy Reading for Junior and Senior High School Students,* **edited by Marian E. White. 3d ed. Urbana, Illinois: National Council of Teachers of English, 1979.**

*High Interest-Easy Reading* contains over 400 titles, which include more nonfiction than previous editions.

Arranged alphabetically by author under subjects of interest to the young adult, with annotations written in the form of miniature book talks.

Separate author and title indexes are provided.

81. *Notes from a Different Drummer; A Guide to Juvenile Fiction Portraying the Handicapped,* **by Barbara H. Baskin and Karen H. Harris. New York: Bowker, 1977.**

The authors, who wrote *The Special Child in the Library,* have compiled a comprehensive guide to children and young adult literature which critically examines the positive as well as the negative aspects of the 400 titles listed in the last chapter of the book.

The annotations are presented alphabetically by author's name but access can also be obtained by consulting the title index and the subject index by particular impairment.

Titles are coded for reading level.

82. *Reading Ladders for Human Relations,* **edited by Virginia M. Reid. 5th ed. Washington, D.C.: American Council on Education, 1972.**

Arranged under four ladders: Creating a Positive Self-Image; Living With Others; Appreciating Different Cultures and Coping With Change the purpose of this list is to increase the social sensitivity of youth toward people, their values, and their ways of living.

Within each theme, books are arranged by maturity level (Primary, Intermediate, Junior, Senior and Mature Readers) then listed alphabetically by author. For those titles considered to be useful in a theme other than the one under which it is listed, the author and title are listed and the asterisk in the left margin indicates the annotation appears elsewhere in the book.

Separate author and title indexes are provided.

83. *Survival Themes in Fiction for Children and Young People,* **by Binnie Tate Wilkin. Metuchen, New Jersey: Scarecrow, 1980.**

The author's interest in materials for young people grew out of her experiences as librarian, professor and writer. She was in the forefront in changing children's literature from stories about the trip to grandma's farm to a narrative loaded with pain and despair.

The titles used are grouped under three large categories: "The Individual;" "Pairings and Groupings" and "Views of the World." Each of these is further subdivided. Within each sub-category, books for older children are grouped first alphabetically by title followed by books for younger children. Bibliographic data, except for price, is followed by an annotation. The annotations are of uneven length.

An author, title and subject index complete this selection tool.

There are selection tools available for subject fields such as *Appraisal* (Science) *American History in Juvenile Books; A Bibliography of Children's Art Literature; An Audio-Visual Guide to American Holidays; Children's Mathematics Books,* etc.

## REFERENCE

**84.** ***Dictionary Buying Guide; A Consumer Guide to General English Language Wordbooks in Print;*** **compiled by Kenneth F. Kister. New York: Bowker, 1977.**

"This guide critically and exhaustively evaluates some sixty general adult English-language dictionaries from the largest unabridged work to the pocket items, profiles some fifty school and children's dictionaries, and also covers over two-hundred special purpose dictionaries and wordbooks which complement or supplement general dictionaries."

The first part of the guide discusses dictionaries and the criteria for their selection. The second part "Dictionary Profiles" has three sections: Adult Dictionaries; School and Children's Dictionaries and Special-Purpose Dictionaries and Wordbooks. Each of the sections has subsections. Arrangement within the sections is alphabetical by title.

Profiles in the unabridged and semi-abridged categories cover these criteria: Descriptive information, Purpose and scope, Authority, Vocabulary treatment. Encyclopedic features, Graphics, Physical format, Summary and Other critical opinions. Profiles for the smaller, less complex abridged and pocket dictionaries cover: Descriptive information, Contents, Summary, and Other critical opinions.

There are two comparative charts, one which provides quantitative information about adult dictionaries and the second which includes similar information about children's dictionaries.

A title, author and subject index is provided.

**85.** ***Encyclopedia Buying Guide: a Consumer Guide to General Encyclopedias in Print,*** **compiled by Kenneth F. Kister. 2d ed. New York: Bowker, 1978.**

The purpose of this selection tool is to provide critical evaluations of all in-print general English-language encyclopedias currently available on the American market.

Part I includes sections such as "Encyclopedia Then and Now"; Sales Information; How to Choose the Right Encyclopedia and a Comparative Chart. Part II is arranged alphabetically by encyclopedia title.

The detailed profiles pinpoint each set's strong and weak qualities in such important areas as reliability, recency, clarity, objectivity and accessibility. The set's physical format, special features and potential audience level is given and a summary section provides a digest of the main critical points. Citations to other critical opinions appear at the end of each profile.

Helpful information is contained in the four appendixes: Discontinued Encyclopedias; Popular Almanacs and Yearbooks...; Bibliography of Articles and Books about Encyclopedias; a Comprehensive Directory of U.S. Encyclopedia Publishers and Distributors.

A title-subject index is provided.

**86.** ***Guide to Reference Books for School Media Centers,*** **by Christine L. Wynar. Littleton, Colorado: Libraries Unlimited, 1973.**

*Guide to Reference Books*...includes 2,575 annotated entries for reference books and selection tools for use in elementary, junior and senior high schools. The subjects treated are all those that are generally included in school curricula, plus extracurricular topics.

The entries are arranged alphabetically by author under fifty-four main subject headings. With the exception of the first three categories, all subjects are arranged alphabetically - AGRICULTURAL SCIENCES through ZOOLOGY. The main categories are further subdivided by topic or by form.

Full bibliographic information (author, title, publisher, date, pages, price and L.C. card order number) and annotation. Symbols are appended to the annotations citing reviews in journals and other standard guides.

Numbers in the author, title, subject index refer to entry rather than page.

**87.** **_____, 1974-75 Supplement. 1976.**

The supplement adds 518 reference books published from July 1973 through December 1975. Together the supplement and base volume include 3094 titles.

The arrangement is the same as that of the base volume. A continuous numbering system is used to identify entries: the base volume contained entries 1-2575; the supplement contains numbers 2576-3094.

A code letter system is used to identify books that are: 1) suitable for students in grades K-6; 2) for older readers but that can also be used by students in the upper elementary grades; 3) professional tools for elementary grades only; 4) professional tools whose scope includes elementary school material. New editions of works listed in the base volume are identified.

**88.** ***Purchasing an Encyclopedia: 12 Points to Consider.*** **Chicago: American Library Association, 1979.**

"The survey of 20 encyclopedias supplements the Reference and Subscription Books Review Committee's evaluations of individual general encyclopedias published in English and updates the Committee's March 15, 1969, article 'Purchasing a General Encyclopedia.'...This survey compares and contrasts encyclopedias on such major points as accuracy and subject coverage."

The twenty encyclopedias evaluated were 1975 through 1977 editions directed at a variety of audience levels. The list is arranged alphabetically by title.

Following the bibliographic data, there is a lengthy review which covers the twelve criteria explained in the introduction. At the end of the review a citation is given for the date of the original review as it appeared in *Booklist*, "Reference and Subscription Books Reviews."

89. **"Reference and Subscription Books Reviews." Chicago: American Library Association. (Semi-monthly)**

This separate publication within *Booklist* operates under its own policies and procedures. It considers two types of publications: reference books likely to be of general interest and subscription books. Approximately twenty to thirty titles are considered in each issue. The Reference and Subscription Books Review Committee prepares 1) full-length reviews and 2) notes and comments. The latter is used for books if full-length reviews are not deemed necessary.

Titles are arranged alphabetically in both the Reviews and Notes and Comments sections. Full bibliographic data is followed by full-length reviews. Dewey numbers and L.C. subject headings are given. Recommendation statements are made for those titles included in the review section.

An annual volume reprints the reviews, notes and comments. It is published by the Reference and Subscription Books Review Committee between September 1 and July 15 of each year and arranged alphabetically by title.

90. *Reference Books for Elementary and Junior High School Libraries*, **by Carolyn Sue Peterson. 2d ed. Metuchen, New Jersey: Scarecrow, 1975.**

Approximately 900 titles are included in this guide. The scope of materials cited is deliberately broad, attempting to cover the wide span of interests, curriculum needs, and levels of difficulty of youngsters from preschool through ninth grade.

The materials included are arranged both by type of reference book and by subject areas. Works of a general nature are included in the former category: encyclopedias, dictionaries, etc., while the second grouping includes specific subject areas such as MUSIC AND ART, SOCIAL SCIENCES, etc.

A sample basic reference collection is given in the introduction. A list of review sources, a directory of publishers and an author and title index complete this guide.

91. *Reference Books in Paperback; an Annotated Guide*, **edited by Bohdan S. Wynar. 2d ed. Littleton, Colorado: Libraries Unlimited, 1978.**

700 reference books available in paperback usefull in a variety of library situations are listed in this tool. Arrangement is alphabetical by subject with further subdivisions under each. Within each subject and subdivision, the titles are alphabetical by author or main entry.

To facilitate its use there is an author and title index as well as a subject index.

Selection tools such as *Elementary School Library Collection, Choice, Library Journal* and *Wilson Library Bulletin* include a section devoted to reference materials. All of the above, except ESLC, are helpful in evaluating new reference materials. *Elementary School Library Collection* would be useful in building a basic reference collection for an elementary library.

## PAMPHLETS

92. ***Free and Inexpensive Learning Materials.*** **George Peabody College for Teachers. Nashville, Tennessee: The College, 1941- (Biennial)**

Approximately 3,000 free instructional materials such as pictures, posters, pamphlets, etc. are listed in each biennial publication.

The entries are arranged under general subject headings of interest to the classroom teacher and include basic ordering information. A short non-evaluative sentence describes the material.

The material is indexed.

93. **"Selected U.S. Government Publications." Washington, D.C.: Superintendent of Documents. (Monthly)**

Approximately 150-200 publications, judged to have the most popular appeal, are included in each monthly issue.

The entries are arranged by topics. The same subjects may not be represented in each issue. Full ordering information and a brief description are included for each title.

The publication is free to those requesting it from the Superintendent of Documents.

94. ***Vertical File Index: A Subject and Title Index to Selected Pamphlet Material.*** **New York: Wilson, 1932- (11 times a year)**

This subject and title index to free and inexpensive materials gives "particular emphasis to pamphlets and nonbook materials on occupational literature, hobbies, do-it-yourself publications, and the latest information on taxes, personal economics, and business in general. Catalogs of art exhibitions, charts and posters for classroom instruction, and listings of tourist guides are cited as they are published. Many federal and government documents of general interest are also indexed."

The entries are arranged alphabetically by subject and include ordering information and a descriptive note for each title. Prices or conditions for obtaining publications are noted.

A title index is provided. References in this section are made to the subject entry in the main section.

Unlike most Wilson publications, *Vertical File Index* does not cumulate except subject headings used in each issue are listed in a separate section and cumulated quarterly. Approximately 3,200 publications are listed annually.

## PERIODICALS

95. ***Magazines for Libraries*, edited by Bill Katz and Berry Gargal Richards. 3d ed. New York: Bowker, 1978.**

This third edition is an annotated selection guide to some 6,500 magazines appropriate for public, school, and college libraries.

The magazines are listed under one-hundred subjects, then alphabetically by title.

The entry information includes title, date founded, frequency, price, editor, publisher and address, illustrations, index, advertising, circulation, sample (free copy upon request), date volume ends, referred, availability in microform, where indexed, approximate number of reviews in a typical issue, and audience level. Each entry is initialed.

There is a combined subject/title index. A list of contributors and advisers by specialty and a list of contributors and advisers by initials is included.

96. ***Periodicals for School Media Programs*, edited by Selma K. Richardson. Chicago: American Library Association, 1978.**

Five-hundred periodicals, appropriate for children and young people in kindergarten through twelfth grade, are listed in this publication. The titles included support the curriculum, provide for leisure pursuits and appeal to a wide range of reading levels. A few major newspapers have been included in the list, as have foreign and ethnic periodicals.

The entries are arranged alphabetically by title. The information for each entry includes title, name of publisher (if different from the title) address for subscriptions, suggested grade levels, frequency of publication, and the annual subscription rates for schools. This information is followed by a descriptive and evaluative annotation. If the magazine is indexed, this is noted after the annotation.

There is a subject index.

## PAPERBACKS

97. **"Growing Up With Paperbacks." New York: Bowker. (Annual)**

This annual selection provides a basic list of recommended reading for enjoyment and information.

With the exception of picture and story books for the young child, the arrangement is by subject matter. In addition to bibliographic data for each entry, there is a short annotation. (Illustrations from the books are included.)

A free copy may be obtained by writing the publisher. Other titles available are "Growing Up With Books" and "Growing Up With Science Books."

**98.** ***Young Adult Paperback Book Guide*, edited by Doris Hiatt and Claire Rosser. Newton, Massachusetts: Kliatt, 1967- (8 times a year)**

Listing only paperbacks, originals and reprints, this perceptive reviewing tool is directed solely to young adults, ages 12-19. The arrangement is by subject with a separate section for fiction. Bibliographic information is given for each entry as well as an excellent annotation. A code appearing after the main entry indicates the reviewer's assessment of the book's reading level. Reviewers' initials appear at the end of the review. Librarians, media specialists, teachers and subject specialists, who do the reviews, are listed in the back of each issue with full names and positions.

A title index is provided.

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